



TILLAMOOK COUNTY
201 Laurel Avenue
Tillamook, Oregon 97141
(503) 842-3418

JOB CLASSIFICATION DESCRIPTION

Job Title:	Parole & Probation Deputy	Union:	Teamsters
Department:	Community Corrections	WC Code:	7720
Reports To:	County Sheriff	Approved Date:	08/17/2021
FLSA Status:	Non-Exempt	Approved By:	Erin Frost
Pay Grade:	TA		

SUMMARY:

Employees in this classification provide supervision and investigation services to individuals placed under supervision by releasing authorities. The Parole & Probation Deputy provides assistance to offenders in living within the law through transition services, daily reporting, home visits, individual and group counseling, treatment, and other program referrals. Employee monitors compliance with condition of supervision, imposes custody and non-custody sanctions in response to non-compliance and notifies the releasing authority when violations occur.

DUTIES/RESPONSIBILITIES:

(Duties assigned to this position are not all inclusive. Additional duties may be assigned.)

Essential Functions

- Interview offenders and outline release conditions, expectations and consequences.
- Assess offender needs; design, implement, and monitor assistance plan; counsel and refer to mental health, substance abuse treatment, community service work, employment services, support groups, sex offender treatment, and other programs as necessary.
- Successfully manage a caseload of individuals placed under supervision by releasing authorities.
- Ability to testify credibly as a witness in court and administrative proceedings.
- Design treatment plan; consult with treatment resources, referral of clients with parole boards, social service agencies, or health and welfare agencies.
- Assist clients in development of self-care plans, establish realistic goals.
- Monitor progress of case plan by providing training and guidance in problem solving, communication, crisis intervention, goal setting, budgeting, parenting, self-esteem, job training, education and social skills.
- Monitor clients for compliance of daily plan; monitor drug testing and perform crisis intervention as necessary.
- Serve as liaison and network with other agencies and community resources to plan and improve communications relevant to client institution and release programming.
- Monitor offender compliance with conditions of supervision.
- Conduct searches of offenders, their property and residence as required.
- Conduct arrests when offenders are in violation of conditions of supervision and testify in court and grand jury as needed.
- Monitor and/or take bodily substance samples for testing. (example: urine tests)
- Formulate comprehensive reports, maintain records through chronological entries using assigned database
- The ability to drive a motor vehicle for transporting persons and maintain a valid driver's license.

Other Functions

- Provide a variety of transition services such as employment, education, housing, etc.
- Provide counseling and intervention to promote behavior changes.
- Perform special projects as required and assist the other divisions of the Sheriff's Office as needed.
- All other duties assigned by the Sheriff's Office administrative staff

REQUIRED KNOWLEDGE/SKILLS/ABILITIES:

Knowledge: Considerable knowledge of the adult criminal judicial system as it relates to the field of Parole and Probation. Considerable knowledge of social service theory, principles and practices to be able to identify problems, decide appropriate action, and provide treatment services. Considerable knowledge of human behavior and adjustment problems as it relates to adult offenders. Considerable knowledge of behavioral intervention, management and support strategies. Considerable knowledge of sound case management. Considerable knowledge of community resources, functions and procedures of other social service agencies and service providers. Considerable knowledge of and ability to participate in program planning, evaluating and implementing programs to meet specific objectives. Basic knowledge of drug and alcohol and effects on human behavior.

Skills: Skill in writing clear and concise correspondence, records, treatment plans, reports and statistical data. Skill in interviewing, counseling and listening techniques and principles. Skill in family and group dynamics.

Abilities: Able to communicate effectively in both written and oral form. Able to plan, consult, coordinate with agencies, clients, law enforcement agencies, and the community. Able to work effectively with people of all income levels and diverse backgrounds. Able to make decisions independently in accordance with established policies and procedures and use initiative and judgment in completing tasks and responsibilities. Able to utilize problem identification and resolution techniques. Able to manage time efficiently and to remain calm and use good judgement during confrontational or high-pressure situations. Able to teach socialization and living skills to individuals with various learning levels. Able to establish and maintain records, reports and statistical data. Able to courteously meet and deal effectively with other employees, agencies, law enforcement agencies, parole board, service agencies, the community, clients, families, and the public. Able to demonstrate proficiency firearms and use of defensive tactics to adhere to agency policies. As an essential function of the position, employee must adhere to a code of conduct and ethics as established by the County, DPSST and rules of Oregon law with the ability to maintain the status of honesty, non-discriminatory behavior, and credibility in all matters including legal proceedings.

REQUIRED EDUCATION/EXPERIENCE:

To promote enforcement of the law by improving competence of police officers, parole and probation officers and corrections officers, the Board on Police Standards and Training establishes 1) training standards for physical, emotional, intellectual and moral fitness, and 2) reasonable minimum training for all levels of career development, basic through advanced certifications. Furthermore, all appropriate employees are required to participate in mandatory department training in areas of new law updates, physical fitness and firearms.

Minimum standards for employment as a law enforcement officer, as well as experience and training requirements for certification levels, are established in the Board of Public Safety Standards and Training Act, ORS 181.610-690, and reprinted in the Board of Public Safety Standards and Training Policy and Procedures Manual.

Minimum standards are:

- 1) Must be a U.S. citizen;
- 2) At least 21 years of age;
- 3) No convictions by any State or Federal government of a crime punishable by imprisonment in

- State or Federal prison;
- 4) Good moral character as determined through background investigation;
 - 5) Pass a physical and psychological examination by a licensed physician and/or psychologist;
 - 6) Possession of a high school diploma or GED certificate;
 - 7) Driving record must be free of convictions for hazardous moving violations within the previous three years;
 - 8) Possess and maintain a valid Oregon driver license;
 - 9) Must pass the POST (Police Officer Selection Test); and
 - 10) Within one year of employment, must possess a basic parole and probation certification from the Department of Public Safety Standards and Training (DPSST).

Tillamook County Qualifications - Preferred experience in community corrections and/or some college coursework in law enforcement OR satisfactory combination of education, experience and training. Within one year of employment, must possess basic certificate issued by the Board of Public Safety Standards and Training.

SUPERVISOR RESPONSIBILITIES:

This classification works under the direction of the Community Corrections Lieutenant. Recurring routine assignments are independently performed by the employee. The employee receives general instructions regarding the scope and approach to projects or assignments, but procedures and problem resolution are left to employee discretion and interpretation. Employee estimates and manages time efficiently. Work is reviewed periodically to ensure determinations and decisions made are in compliance to department policy and procedures.

Work is performed within established department policy, procedure, and directives; Federal, State, County and local statutes, rules, regulations and ordinances; court rulings; DPSST reference manuals; accepted procedures within parole and probation profession. Employee must remain current on guidelines and uses considerable judgement in interpreting laws or guidelines and determining which to enforce, then follows procedures and laws closely due to nature of work.

PHYSICAL DEMANDS/WORK ENVIRONMENT:

Work is performed in an office environment and in the field which involves everyday risks and discomforts and sometimes adverse weather conditions requiring safety precautions. Field assignments may require physical demands of climbing and walking rough terrain, climbing stairs, jumping, lifting up to 60 pounds, running and possibly apprehending and restraining violent people. Requires color identification, gripping with hands and fingers, hearing alarms and voice conversation, and keyboarding. A substantial amount of daily driving is involved. Able to demonstrate proficiency firearms and use of defensive tactics to adhere to agency policies.

The County is an equal opportunity employer and does not unlawfully discriminate based on any protected classes. It provides reasonable accommodations to qualified individuals with disabilities when needed to enable the individual to perform the essential duties and meet the essential requirements of this position. Reasonable accommodations are evaluated on an individual basis in accordance with applicable law. For more information or if you believe you need a reasonable accommodation, please contact Human Resources.

This job description does not constitute an employment agreement between the County and Employee and is subject to change as the needs of the County and requirements of the job change. This job description, the assignment of work and hours of work is subject to change at the discretion the County.

By signing below, I acknowledge that I have read and understand the requirements outlined in this job description and confirm I am able to fulfill the requirements. I understand that if I have any questions, I

can contact the Human Resources department.

Printed Name:

Date:

Signature: